**Volunteer Role - Car Park Marshall for Vaccination Sites**

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| **About the role** | Following the development of a Covid-19 vaccine the NHS have launched a nation-wide mass vaccination programme. As a volunteer you will be supporting the NHS in this momentous vaccine programme to protect people against Covid-19, gradually allowing our local communities to return to normal. Your time and your skills will be a vital contribution to the smooth operation of local vaccination sites. |
| **Purpose of the role** | To assist with the management of patient flow around the vaccination sites |
| **Where you will be located** | You may be asked to volunteer at one of the following proposed sites that is local to you: (not limited to)   * Adams Park Football Club - Wycombe * Princess Risborough Community Centre - Princes Risborough * Chesham Town Hall – Chesham * Stoke Mandeville Sports Stadium * Chalfont’s Community Hospital – South Bucks * Winslow Medical Centre – Winslow Aylesbury * Burnham HC – Burnham (TBA) * Buckingham Community Centre – Buckingham |
| **The role will typically involve the following tasks** | * Assisting in ensuring the smooth arrival onsite of those both coming for vaccination, staff required for operation of the site and logistics providers (both for site setup and ongoing use of vaccines and consumables). * Assist in ensuring efficient patient flow to the clinical assessment, vaccination station, post-vaccination observation area and pod exit. * Assist in ensuring speed, safety and security; address any issues that arise or escalate to a Healthcare Professional if needed. * Effectively communicate with the other areas’ representatives to avoid congestion. * Assist in ensuring that citizens respect national guidelines such as social distancing and mask protection. * Identify citizens who require additional support (carer/chaperone, additional language support) and direct them to an alternative flow. Provide enhanced support to those requiring it (e.g. those who cannot queue standing). * Assist in the prevention of overcrowding by ensuring the crowd limits in various parts of the ground are complied with. * Be fully conversant with any methods or messages used to alert staff that an emergency has arisen. * Report immediately to a Supervisor of anything that is likely to pose a threat or danger to the citizen and site safety. * Wash your hands thoroughly (for at least 20 seconds) at regular intervals throughout your volunteering activity, following government and site guidelines to help minimise any risk of infection.   **If you, or any members of your household, have any coronavirus symptoms or are told to self-isolate, you should not do any volunteering. Instead, you should call or email us as soon as possible so we can postpone your volunteering and offer you any support you might need.** |
| **We are looking for people with the following qualities** | * Reliable and Trustworthy * Friendly with an approachable and calm manner * Ability to interact well in a team environment as part of a team and at pace * Ability to identify and escalate problems and concerns * Ability to follow strict health and safety procedures   **Qualifications and Knowledge:**  • Knowledge of routine work practices and procedures achieved through induction and on the role training.  **Experience:**  • Experience of working in a similar steward role is desirable |
| **Volunteering hours and sessions** | Various dependant on clinical model. Core hours can range between 08:30 – 19:00 – please check with the site. Typical shift patterns 3-4hrs max, and may be less in very cold conditions. For example   * 08:30-12:30 * 12:30-16:30 * 16:30- 19:00 |
| **What we will provide to support you** | * On-site briefing including health and safety procedures, infection prevention, information on polices and site contact information. * Key information about keeping yourself and others safe. * A key point of contact you can ring if you need any help or have any queries * Hi Vis Vest * Lateral Flow Test (RAPID COVID Test) depending on availability * Free Car Park (varied from site to site) * Refreshments |
| **Mileage and Expenses** | Not available for this role |
| **Key contacts** | Will vary from site to site |

**Non-Clinical Volunteer Agreement for Covid-19 Vaccination Programme**

Thank you for offering to provide your services as a non-clinical volunteer to assist with the national Covid-19 Vaccination Programme.

NAME OF VACCINATION SITE (‘the organisation’) is locally supporting the national Covid-19 Vaccination programme, and this Volunteer Agreement sets out our expectations of you as a volunteer participating in the national Covid-19 Vaccination Programme.

***As a volunteer I will:***

1. **Volunteer role**

* Carry out my role as specified in the role/activity description
* Understand the boundaries and responsibilities associated with this role/activity, and know of no reason why I am unable to safely and competently carry it out
* Turn up at agreed times
* Where I have committed to a particular volunteer shift, will provide notice as soon as possible if, for any reason, I become unable to carry out that shift
* Follow the procedures and standards, including health and safety, infection prevention and any other procedures operated by the vaccination site
* Treat everyone with dignity, respect and kindness
* Acknowledge that the organisation will process certain information about me including information shared by my voluntary body (if applicable)
* Let the site contact know immediately if I feel unwell or have to self-isolate

1. **Confidentiality**

* Understand that I may have access to confidential information relating to the vaccination site staff and patients working or attending the vaccination site
* Treat all information as confidential and comply with data protection policies and patient confidentiality polices and procedures as notified to me on my initial induction
* Keep all information about the programme confidential.
* Not make any public statements or comments about the procedures and practices in place as part of the Covid-19 Vaccination Programme, given the sensitive nature of the role and the programme.
* Understand that I am not permitted to take photographs or video recordings during my volunteer shift.

*These restrictions are to protect patients but are not designed to prevent you from disclosing confidential information where it is required by law.*

***As xxx Vaccination Site we will:***

**1. Volunteer role**

* Let you know what is expected of you and your role, and will provide an on-site induction for each vaccination site you volunteer at, including health and safety procedures, infection prevention, information on our polices and site contact information
* Notify you of available volunteer shifts in advance
* Not ask you to undertake activity or responsibility outside the boundaries set out in the volunteer role description
* Treat you fairly with respect and dignity
* Keep you updated as circumstances change including notifying you of any changes to volunteer shifts with as much notice as possible

**2. Insurance**

Provide adequate insurance cover for your activities as a non-clinical volunteer assisting with the national Covid-19 Vaccination Programme, providing that you are complying with any instructions given on the vaccination site. This does not include personal accident cover.

By signing you acknowledge that you agree to the conditions on which you are invited to participate as a volunteer with us and your agreement to comply with these principles. Please note that this is not a legally binding document and it is binding in honour only. It may be cancelled by the vaccination site at any time or any local vaccination provider with whom you are deployed. Neither of us intends any employment relationship to be created either now or at any time in the future.

I have read and understood this Volunteer Agreement:

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*(Volunteer to sign and print name and date here)*

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*(Vaccination site contact to sign and print name and add date here)*